

APPENDIX C
TAB 8

Hurricane Action Checklist

CONTRACTING DIVISION

Action
DTG & Initials

1. PHASE O (Pre-Hurricane Season)
 - a. Review CESAS Plan 500-1-9 and provide update to CESAS-EM NLT 1 May yearly.
 - b. Update list of EOC personnel and provide a copy to CESAS-EM NLT 1 May yearly.
2. PHASE I (72 hours before landfall)
 - a. Normal day-to-day operations.
 - b. Review plans relevant to disaster response.
 - c. Ensure that ACI contracts for water, ice, debris, temporary roofing and temporary power have been awarded and are available for review. ACI for power is on the Webpage.
 - d. Mobilize ACI Temporary Power Contractor's Advance Team.
3. PHASE II (48 hours before landfall)
 - a. Review contract provision, bid schedules and ordering requirements

for all ACI contracts (water, ice, temporary roofing, debris and temporary power). Make contact with contractor to ensure he is ready to mobilize.

- b. Review bidders mailing list and potential construction contractors and prepare lists of current architect-engineer indefinite delivery indefinite quantity contracts (including limitations and remaining capacity) which provide for civil works response to natural disasters.
- c. Compile list of truck/automobile rental agencies and truck hauling contractors in surrounding areas.
- d. Place CT personnel on standby for work assignment.

4. PHASE III (24 hours before landfall)

- a. Continue personnel on standby for work assignment.
- b. Provide representative for CMT if directed.
- c. Release personnel from duty as directed by the Commander or his authorized representative.

5. PHASE IV (12 hours before landfall)

- a. Confirm list of truck/automobile rental agencies and truck hauling contractors in surrounding area.
- b. Ensure essential personnel are on standby for work assignment.

6. PHASE V (Hurricane force winds are striking the Georgia coast.)

Support EOC operations as required.

7. RECOVERY OPERATIONS

- a. Confirm safety status if assigned personnel. _____
- b. Coordinate all activities through EOC. _____
- c. Ensure personnel are available for preparing contracts.
- d. Prepare list of available personnel.
Provide EOC a copy.
- e. Provide support personnel, as required.
- f. Provide EOC with daily updates for inclusion in SITREP. _____